

6/1/11

Highlighted Opportunities



**PART-TIME POSITIONS  
PUBLIC WORKS DEPARTMENT**

The City of Rehoboth Beach, Delaware has seasonal positions available.

40-hour work week from 6:00 A.M. to 2:00 P.M. Must be able to work weekends.

Send Employment application to the

**City of Rehoboth Beach, 229 Rehoboth Avenue, Rehoboth Beach, DE 19971, Attention: Mel Craig.**

Applications are available on the City of Rehoboth Beach website, [www.cityofrehoboth.com](http://www.cityofrehoboth.com) and at the City Administrative Offices, 229 Rehoboth Avenue, Rehoboth Beach, Delaware 19971, during the hours from 8:30 A.M. - 4:30 P.M. **PLEASE INDICATE ON APPLICATION POSITION APPLIED FOR.**

(EOE)

Gregory J. Ferrese  
City Manager

**Cape Henlopen School District  
Lewes, Delaware**

**VACANCIES**

- **Special Education Teachers w/Autism Certification**
- **Speech Language Therapists**
- **School Psychologists**
- **Secretary/Receptionist**

**Requirements:**

Must have a completed application packet and letter of interest on file prior to closing date.

(See website for more details:  
[www.capehenlopenschools.com](http://www.capehenlopenschools.com))

**Closing Date:** June 6, 2011

**Contact:** Office of Human Resources  
(302) 645-6686

A satisfactory criminal background check and TB Test are required of all new employees.

EOE

**Administrative Specialist I  
Recruitment #052611-MAAA01-351100**

**Opening Date:** 5/28/2011

**Closing Date:** 6/3/2011 11:59:00 PM

**Type of  
Recruitment:** Open Competitive

**Salary:** Yearly: \$24,910.00/Min - \$31,138.00/Mid

**Pay Grade:** 7

**Shift Hours:** 8:00am - 4:30pm

**Employment Type:** Actual Vacancy

**Employment Term:** Regular

**Agency:** DHSS/Developm Disabil/ Community Services

**Location(s):** Woodbrook Professional Center: (1056 S. Governors Ave, Dover, DE, 19904)

**Contact Name:** DHSS Applicant Services

**Contact Phone:** 302-255-9100

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## **SUMMARY STATEMENT**

This is the first level of administrative specialist work processing administrative and program information, utilizing word processing, spreadsheet and database computer applications.

## **ESSENTIAL FUNCTIONS**

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Applies agency laws, rules, regulations, policies and procedures in maintaining and processing agency information.
- Creates official agency word processing documents; creates and maintains agency databases typically using Access or similar software packages; creates and maintains spreadsheets; creates original presentations using software packages.
- Serves as a liaison with the public, clients, agency staff and others to exchange information and explain agency services, laws, rules, regulations, policies and procedures.
- Assures effective coordination of operational functions.
- Establishes tracking and monitoring systems and conducts follow up to ensure effective resolution of matters.
- Obtains, organizes and drafts technical and administrative material necessary for public information or departmental use. Collects and compiles data to prepare reports and provide supporting documentation.
- Analyzes routine operating practices and procedures and makes recommendations to ensure smooth and efficient office operation.
- Maintains and controls data and/or filing systems to ensure effective, accurate and easily retrievable documentation of operations, program and project activities.
- May oversee or supervise lower level employees.

## **JOB REQUIREMENTS**

### **JOB REQUIREMENTS for Administrative Specialist I**

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Experience in office operations which includes operating office machines, handling incoming and outgoing mail, postal and shipping services, answering phones, directing calls and taking messages; file maintenance; maintaining and updating supplies.
2. Experience in data collection which includes collecting, compiling and maintaining data from multiple sources such as files, records, databases, customers, staff or others.
3. Experience in using standard computer software programs for word processing, spreadsheets or databases.
4. Knowledge of creating reports which includes combining and presenting data from multiple sources in an organized format.

## **ADDITIONAL POSTING INFORMATION**

All DHSS Hospital Campuses, including the Herman Holloway Campus, are a tobacco-free

environment.

#### BENEFITS

To learn more about the comprehensive benefit package please visit our website at <http://ben.omb.delaware.gov/programs/index.shtml>.

#### SELECTION PROCESS

The application is evaluated based upon a rating of training and experience.

Once you have submitted your application on-line, all future correspondence related to your application will be sent via email. Please keep your contact information current. You may also view all correspondence sent to you by the State of Delaware in the “My Applications” tab at [www.delawarestatejobs.com](http://www.delawarestatejobs.com).

#### ACCOMMODATIONS

Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458. TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance. The State of Delaware – An Equal Opportunity and Affirmative Action Employer.

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Click on a link below to apply for this position:

[Fill out the Supplemental Questionnaire and Application NOW using the Internet.](#)

Contact us via conventional means.

Apply Online



For further assistance, you may contact us by phone at (302) 739-5458, or e-mail at [jobs@state.de.us](mailto:jobs@state.de.us).

#### Don't forget to check these important sites for opportunities:

The People's Place <http://www.peoplesplace2.com/employment.html>

Delaware Employment Link for all jobs posted for the State of Delaware: <http://delawarestatejobs.com/>

Link for Jobs at Non-Merit State Agencies <http://www.delawarestatejobs.com/pages/additionaljobs.asp>

Delaware Job Link for jobs listed by Delaware Companies: <https://joblink.delaware.gov/>

County Jobs in Delaware:

- Kent County - <http://www.co.kent.de.us/Departments/Administration/KCJobs.htm>
- Sussex County – <http://www.sussexcountyde.gov/dept/personnel/index.cfm?resource=jobopenings>
- New Castle County – <http://www2.nccde.org/HR/Employment/default.aspx>

The State of Delaware is accepting employment applications for the following jobs. If you are interested in a job, please submit your application by the **final filing date**.

Job title: Youth Rehabilitation Treatment Supervisor  
Opening date: 5/26/2011  
Final filing date: Jun 1 2011 11:5  
Recruitment number: 052511-MDDZ82-370500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052511&R2=MDDZ82&R3=370500>

Job title: Administrative Specialist II  
Opening date: 5/26/2011  
Final filing date: Jun 1 2011 11:5  
Recruitment number: 052511-MAAA02-370500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052511&R2=MAAA02&R3=370500>

Job title: Equipment Operator I  
Opening date: 5/27/2011  
Final filing date: Jun 2 2011 11:5  
Recruitment number: 052611-MCCC01-550400  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052611&R2=MCCC01&R3=550400>

Job title: Accountant  
Opening date: 5/27/2011  
Final filing date: Jun 2 2011 11:5  
Recruitment number: 052011-MABB01-350100  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052011&R2=MABB01&R3=350100>

Job title: Activity Therapist I  
Opening date: 5/27/2011  
Final filing date: Jun 2 2011 11:5  
Recruitment number: 051911-MDCC01-350601  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=051911&R2=MDCC01&R3=350601>

Job title: Activity Therapist I  
Opening date: 5/27/2011  
Final filing date: Jun 2 2011 11:5  
Recruitment number: 051911-MDCC01-350600  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=051911&R2=MDCC01&R3=350600>

Job title: State Accountant IV  
Opening date: 5/27/2011  
Final filing date: Jun 2 2011 11:5  
Recruitment number: 052411-MABC04-250500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052411&R2=MABC04&R3=250500>

Job title: Unemployment Insurance Claims Deputy  
Opening date: 5/21/2011  
Final filing date: Jun 3 2011 11:5  
Recruitment number: 052011-MDDZ68-600600  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052011&R2=MDDZ68&R3=600600>

Job title: Child Support Specialist I

Opening date: 5/28/2011  
Final filing date: Jun 3 2011 11:5  
Recruitment number: 052711-MDDA01-351000  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052711&R2=MDDA01&R3=351000>

Job title: Public Health Administrator I  
Opening date: 5/28/2011  
Final filing date: Jun 3 2011 11:5  
Recruitment number: 052511-MDDL02-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052511&R2=MDDL02&R3=350500>

Job title: Senior Medical Social Work Consultant  
Opening date: 5/28/2011  
Final filing date: Jun 3 2011 11:5  
Recruitment number: 052411-MDDG02-350500  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052411&R2=MDDG02&R3=350500>

Job title: Seamstress  
Opening date: 5/28/2011  
Final filing date: Jun 3 2011 11:5  
Recruitment number: 052311-MCCZ24-350600  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052311&R2=MCCZ24&R3=350600>

Job title: Environmental Program Manager I  
Opening date: 5/28/2011  
Final filing date: Jun 3 2011 11:5  
Recruitment number: 052711-MGCD01-400400  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052711&R2=MGCD01&R3=400400>

Job title: Security Officer  
Opening date: 5/28/2011  
Final filing date: Jun 3 2011 11:5  
Recruitment number: 052411-MBDZ01-350101  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052411&R2=MBDZ01&R3=350101>

Job title: Administrative Specialist II  
Opening date: 5/28/2011  
Final filing date: Jun 3 2011 11:5  
Recruitment number: 052411-MAAA02-350600  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052411&R2=MAAA02&R3=350600>

Job title: Motor Vehicle Services Manager  
Opening date: 5/27/2011  
Final filing date: Jun 9 2011 11:5  
Recruitment number: 052411-MBCZ06-551100  
Web link:  
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052411&R2=MBCZ06&R3=551100>

Job title: Nursing Supervisor  
Opening date: 2/11/2011

Final filing date: Aug 10 2011 11:5  
Recruitment number: 020711-MDGB04-350500  
Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB04&R3=350500>

Job title: Registered Nurse III  
Opening date: 2/11/2011  
Final filing date: Aug 10 2011 11:5  
Recruitment number: 020711-MDGB01-350500  
Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB01&R3=350500>

Job title: Registered Nurse I  
Opening date: 2/11/2011  
Final filing date: Aug 10 2011 11:5  
Recruitment number: 020711-MDGB01-350500  
Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB01&R3=350500>

Job title: Registered Nurse II  
Opening date: 2/11/2011  
Final filing date: Aug 10 2011 11:5  
Recruitment number: 020711-MDGB01-350500  
Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB01&R3=350500>

Job title: Advanced Practice Nurse  
Opening date: 2/18/2011  
Final filing date: Aug 17 2011 11:5  
Recruitment number: 011411-MDGB05-350500  
Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=011411&R2=MDGB05&R3=350500>

Job title: Correctional Officer/Physical Plant Maintenance Trades Mechanic I  
Opening date: 2/26/2011  
Final filing date: Aug 25 2011 11:5  
Recruitment number: 022311-MCCH01-380100  
Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=022311&R2=MCCH01&R3=380100>

Job title: Registered Nurse III  
Opening date: 2/26/2011  
Final filing date: Aug 25 2011 11:5  
Recruitment number: 021511-MDGB01-350500  
Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021511&R2=MDGB01&R3=350500>

Job title: Registered Nurse I  
Opening date: 2/26/2011  
Final filing date: Aug 25 2011 11:5  
Recruitment number: 021511-MDGB01-350500  
Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021511&R2=MDGB01&R3=350500>

Job title: Registered Nurse II  
Opening date: 2/26/2011  
Final filing date: Aug 25 2011 11:5  
Recruitment number: 021511-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021511&R2=MDGB01&R3=350500>

Job title: Licensed Practical Nurse III

Opening date: 3/3/2011

Final filing date: Aug 30 2011 11:5

Recruitment number: 030111-MDGA02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDGA02&R3=350500>

Job title: Licensed Practical Nurse II

Opening date: 3/3/2011

Final filing date: Aug 30 2011 11:5

Recruitment number: 030111-MDGA02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDGA02&R3=350500>

Job title: Certified Nursing Assistant

Opening date: 3/10/2011

Final filing date: Sep 6 2011 11:5

Recruitment number: 030211-MDCD02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030211&R2=MDCD02&R3=350500>

Job title: Nursing Supervisor

Opening date: 3/10/2011

Final filing date: Sep 6 2011 11:5

Recruitment number: 022811-MDGB04-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=022811&R2=MDGB04&R3=350500>

Job title: Nutritionist II

Opening date: 3/16/2011

Final filing date: Sep 12 2011 11:5

Recruitment number: 020111-MDFA02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020111&R2=MDFA02&R3=350500>

Job title: Nursing Supervisor

Opening date: 3/17/2011

Final filing date: Sep 13 2011 11:5

Recruitment number: 031411-MDGB04-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031411&R2=MDGB04&R3=350500>

Job title: Registered Nurse III

Opening date: 3/17/2011

Final filing date: Sep 13 2011 11:5

Recruitment number: 030111-MDGB03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDGB03&R3=350500>

Job title: Psychiatrist III

Opening date: 3/18/2011

Final filing date: Sep 14 2011 11:5

Recruitment number: 031411-MDEC03-350600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031411&R2=MDEC03&R3=350600>



Job title: Nutritionist III

Opening date: 3/18/2011

Final filing date: Sep 14 2011 11:5

Recruitment number: 031411-MDFA03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031411&R2=MDFA03&R3=350500>

Job title: Registered Nurse III

Opening date: 3/18/2011

Final filing date: Sep 14 2011 11:5

Recruitment number: 031511-MDGB03-351100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031511&R2=MDGB03&R3=351100>

Job title: Registered Nurse III

Opening date: 3/19/2011

Final filing date: Sep 15 2011 11:5

Recruitment number: 031511-MDGB03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031511&R2=MDGB03&R3=350500>

Job title: Nurse Consultant

Opening date: 3/18/2011

Final filing date: Sep 14 2011 11:5

Recruitment number: 031511-MDGZ01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=031511&R2=MDGZ01&R3=350500>

Job title: Nursing Director

Opening date: 5/3/2011

Final filing date: Oct 30 2011 11:5

Recruitment number: 041311-MDGB08-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=041311&R2=MDGB08&R3=350500>

Job title: Public Health Administrator II

Opening date: 5/21/2011

Final filing date: Nov 17 2011 11:5

Recruitment number: 051911-MDDL03-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=051911&R2=MDDL03&R3=350500>

Job title: Dentist

Opening date: 5/28/2011

Final filing date: Nov 24 2011 11:5

Recruitment number: 052411-MDEA01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=052411&R2=MDEA01&R3=350500>

**See Below for Opportunities Recently Posted in the Cape Gazette**

**[Alderman, Assistant Town Alderman](#) - Town of Dewey Beach**

**[Architect](#) - Delaware Architects**

**[Assistant Estimator](#) - Construction Company**



[Assistant Managers](#) - Dunkin' Donuts  
[Assistant Restaurant Manager](#) - Clubhouse at Baywood  
[Babysitters](#) - Nanny Sitting Service  
[Bathroom Attendant](#) - Bottle & Cork  
[Chef, Bartender, Servers](#) - Finbar's Pub & Grill  
[CNAs](#) - Cadia Rehabilitation-Renaissance  
[Code Enforcement Officer](#) - Town of Dewey Beach  
[Construction Laborer](#) - Dutch Brothers  
[Custodial Maintenance](#) - Right Property Management  
[Customer Service Representative](#) - Tanger Outlet Centers  
[Employment Specialist](#) - Community Integrated  
[Housekeeper](#) - Clubhouse at Baywood  
[Irrigation/Installation Foreman](#) - American Hardscapes  
[Job Opportunities](#) - The Peninsula Golf & Country Club  
[Lawn Spray Technician](#) - Shore Property Maintenance  
[Line Cook](#) - Jerry's Seafood  
[Line Cook](#) - LaDolce Vita  
[Line Cooks](#) - Henlopen City Oyster House  
[Line Cooks](#) - Pig + Fish Restaurant, Pickled Pig Pub  
[MA/LPN](#) - Medical Practice  
[Management Position](#) - Moe's Southwest Grill  
[Office Manager/Bookkeeper](#) - Business in Rehoboth  
[Public Works Department](#) - City of Rehoboth Beach  
[Real Estate Settlement Coordinator](#) - Scott & Shuman  
[Residential CAD Designer](#) - Construction Company  
[Restaurant Help](#) - Atlantic Seafood Grille  
[Sales Associates](#) - The Sunglass Co.  
[Sales Representatives](#) - Capstone Homes  
[Sales Staff](#) - Hertrich  
[Salon Positions](#) - Ocean Retreat Day Spa  
[Salon Positions](#) - Salon Milton  
[School Vacancies](#) - Cape Henlopen School District  
[Secretary - Part Time](#) - Kids Cottage  
[Servers](#) - Baywood Clubhouse  
[Warehouse / Delivery Receiving / Stock / Cashiers](#) - Outlet Liquors  
[Warehouse/Yard](#) - Angerstein's Building Supply

Please See Below for Jobs Recently posted on CareerBuilder.com

Job Title	Company	Location	Date Posted	
<a href="#"><u>FIELD SALES MANAGERS – SALES PROFESSIONALS</u></a>	Sterling Life Insurance	Wilmington, DE	Jun-01	<a href="#">Apply</a>
<a href="#"><u>Infrastructure Project Manager</u></a>	Collabera Inc.	Wilmington, DE	Jun-01	<a href="#">Apply</a>
<a href="#"><u>Restaurant Manager</u></a>	Hardee's - Otac Inc	Middletown, DE	Jun-01	<a href="#">Apply</a>
<a href="#"><u>Restaurant Manager</u></a>	Hardee's - Otac Inc	Seaford, DE	Jun-01	<a href="#">Apply</a>
<a href="#"><u>Restaurant Manager</u></a>	Hardee's - Otac Inc	Dover, DE	Jun-01	<a href="#">Apply</a>
<a href="#"><u>Infrastructure Support Analyst</u></a>	Technisource	Bear, DE	Jun-01	<a href="#">Apply</a>
<a href="#"><u>Office Manager</u></a>	Champion Window	Wilmington, DE	Jun-01	<a href="#">Apply</a>
<a href="#"><u>Dietary-Dietitian</u></a>	Extendicare Health Services	New Castle, DE	Jun-01	<a href="#">Apply</a>
<a href="#"><u>Macy's Dover Mall, Dover, DE: Retail Cosmetics Sales - Beauty Ad</u></a>	Macy's	Dover, DE	Jun-01	<a href="#">Apply</a>
<a href="#"><u>Sr. Java Developer</u></a>	CPSI	Wilmington, DE	May-31	<a href="#">Apply</a>
<a href="#"><u>Customer Service openings in Bear, Delaware</u></a>	Kmart Corporation	Bear, DE	May-31	<a href="#">Apply</a>
<a href="#"><u>Customer Service openings in Dover, Delaware</u></a>	Kmart Corporation	Dover, DE	May-31	<a href="#">Apply</a>
<a href="#"><u>Customer Service openings in Dover, Delaware</u></a>	Kmart Corporation	Dover, DE	May-31	<a href="#">Apply</a>
<a href="#"><u>Developer</u></a>	Spherion Staffing Services	Newark, DE	May-31	<a href="#">Apply</a>
<a href="#"><u>Automotive Equipment Tech</u></a>	Greg Smith Equipment Sales	Newark, DE	May-31	<a href="#">Apply</a>
<a href="#"><u>Macy's Dover Mall, Dover, DE: Retail Cosmetics Sales - Beauty Ad</u></a>	Macy's	Dover, DE	May-31	<a href="#">Apply</a>
<a href="#"><u>Macy's Christiana, Newark, DE: Retail Cosmetics Sales - Beauty A</u></a>	Macy's	Newark, DE	May-31	<a href="#">Apply</a>

<a href="#">CQI RN</a>	Correct Care Solutions	Smyrna, DE	May-31	<a href="#">Apply</a>
<a href="#">Residential and Commercial CDL Drivers *Outstanding Benefits*</a>	Waste Management	Georgetown, DE	May-31	<a href="#">Apply</a>
<a href="#">Mortgage Account Executive</a>	New Day Financial	Bear, DE	May-31	<a href="#">Apply</a>
<a href="#">MIS/Control Analyst</a>	JPMorgan Chase	Newark, DE	May-31	<a href="#">Apply</a>
<a href="#">Sales – Finance – Business Opportunity</a>	Liberty Tax Service - Franchise Ownership	Greater Newark, DE	May-31	<a href="#">Apply</a>
<a href="#">FFS Substance Abuse Counselor</a>	Open Door, Inc.	Sussex County, DE	May-31	<a href="#">Apply</a>
<a href="#">FFS Substance Abuse Counselor</a>	Open Door, Inc.	New Castle County, DE	May-31	<a href="#">Apply</a>
<a href="#">FFS Substance Abuse Counselor</a>	Open Door, Inc.	Kent County, DE	May-31	<a href="#">Apply</a>

## See Below for Jobs Recently Posted in the Dover Post

- **OFFICE ASSISTANT PART TIME** Middletown area Hours: 8a-12p/ 9a-1p M-F Small family run service business. Computer knowledge a must **Email or Fax Resume: [bcyorktrue@juno.com](mailto:bcyorktrue@juno.com) 302-834-7042**
- **SALES, DRIVERS, WAREHOUSE DELAWARE BUILDING SUPPLY INC. NOW HIRING FOR SALES, DRIVER AND WAREHOUSE POSITIONS.** Job is located in MILFORD, DE. APPLY AT LOCATION: 141 MULLET RUN STREET, MILFORD, DELAWARE
- CenterPoint Church is in need of an experienced **Piano Player** and **Bass Player** to join their worship team. We hold our service at The Duncan Center on Sunday mornings at 10:30am. Our worship style is contemporary Christian rock. **If interested, please contact Rebecca Wood at 302-674-8125** to setup an audition or for more information.
- Do you want to make a difference? Consider becoming an **AmeriCorps Youth Ambassador** in **Wilmington** or **Dover** serving as a mentor coordinator. Modest living stipend, Education Award, Health Care and Childcare for those who qualify. [www.connecting-generations.org](http://www.connecting-generations.org)
- **COUNTER PERSON NEEDED Apply in Person Capitol Cleaners 217 S. New St. Dover, De.**
- **OUTSIDE SALESMAN** Seeking intelligent, high energy, detail oriented, organized building product salesperson or trainee candidate wanting a solid career with a solid, industry-leading supply company. Knowledge of finishing trades (gypsum, steel studs, acoustic ceiling, etc.) and residential/light commercial construction experience is helpful. Attractive pay and benefits... commensurate with experience/ results. You must be able to pass a drug test and have a good driving record. **Apply online at [www.rewmaterials.com](http://www.rewmaterials.com)** click on "About Rew Materials" then click on "Employment Opportunities"

- **NURSES 'N KIDS OF MILFORD** is seeking a full-time **Clinical Nurse Manager**. Must have peds and mgmt experience. No nights or weekends. **Email:** [missymr@nursesnkids.com](mailto:missymr@nursesnkids.com) **Fax Resume to:** **302-424-4938 or Call 302-839-3049**
- **Immediate Opening** MEP engineering firm with design/build capability is looking for individual w / estimating, project management, and/or design experience. FULL benefits. Salary based on experience. **Fax resumes to 302-697-1328**
- **Nurses RNAC/ MDS Coordinator Full-Time Heron Point of Chestertown**, our upscale retirement community located in Kent County, seeks an RN to complete the MDS process and collaborate with an Interdisciplinary Care Plan Team to assess and document the needs of residents. Will attend weekly medical meetings to ensure accuracy of documentation & Medicare coverage. Requires a MD RN license along w/2+ yrs MDS and care planning exp and MDS 3.0 certification. Knowledge of Medicare regulations a must. Comp salary & excellent benefits offered. E-mail resume to Jessica Hall at [jhall@actslife.org](mailto:jhall@actslife.org) or call 410-810-8635. EOE.
- **Certified Life Guard** Wanted For Community Pool. Must be available min. 20 hours per week. **Contact Sandra Nelson at 302-678-3603 Or Email: Sandra.nelson@ huntcompanies.com**
- **IN PARK MOBILE HOME SALES** Just like selling real estate without the long & costly training. \$50K realistic 1st yr. Must have good time management, car & cell phone will train. 40K realistic 1st yr. Must have own transportation & cell phone **Fax 717-755-6381** [jeisenbise@verizon.net](mailto:jeisenbise@verizon.net)
- **HOUSEKEEPER**, with references and experience. Must be responsible. Call 302-245-6611
- **PrevMED** a Management Company seeking a **FT Receptionist** who has a strong work ethic, detailed oriented person with a pleasant attitude. The receptionist is responsible for the efficient managing of visitors, clients and staff, telephone calls and messages, as well as a variety of clerical duties that support the operation and presentation of a professional office. This is an entry level position. The candidate must be reliable and dependable. This is a drug free workplace and a background check will be required. Please email resumes: [cwagener@ monthllyservice.com](mailto:cwagener@monthllyservice.com) or fax to 410-643-5012
- **FENCING COMPANY SALES PERSON NEEDED** Dover, De. area. Please contact 757-639-8056 for more information.
- **FT/PT Early Child Care & School-Age Teachers/ Assistants needed. Please fax Resume & Qualifications to 302-678-3180, Attn: LAH**
- **Medical Clinical Assistant** needed. At least 3 years of **relevant** experience required. Please send all M-S word resumes with relevant references to: [harper\\_lil@yahoo.com](mailto:harper_lil@yahoo.com)
- **Carpenter/ Handyman-** Homeowner looking for an experienced carpenter for crown/chair moulding, built-in shelves, and some general home repairs. Part-time evening and weekends. References preferred. Contact David (302) 379-3400
- **Laborer** General Laborer needed for project in Smyrna DE. Construction related activities. Must have valid DNREC Blue Card Construction Experience Job is located in Smyrna, DE. American Athletic Courts Interested applicants contact John Nelson at 609-859-1414 or [jnelson@ americanathleticcourts.com](mailto:jnelson@americanathleticcourts.com) by 5/18/2011. [www.americanathleticcourts.com](http://www.americanathleticcourts.com)

- **FENCE COMPANY** Fence Contractor Needed Dover, De. area. Please contact 757-639-8056 for more information.
- **HAIR STYLIST WANTED** Experience preferred, but not necessary. DE License required. Benefits, 401K. Call Heidi at 1-888-888-7778 ext.41823
- **WGMD IS ACCEPTING APPLICATIONS FOR OUTSIDE SALES** To fill out an application go to WGMD's business office, **at 31549 Dutton Lane, Lewes. 302-945-2050 M-F 9AM to 4PM** WGMD Resort Broadcasting is an Equal Opportunity Employer.

## Please See Below for Jobs Recently Posted on Monster.com

### [Retail Sales Representative - Part Time](#)

[Destination Maternity Corporat](#) - [Christiana, DE](#) - Posted 1 days ago

What We Do: Destination Maternity Corporation is the world's largest designer and retailer of maternity apparel, reaching the customer with multiple brands and price po...

[See details or apply](#)

### [Electrical Engineer](#)

[Siemens Healthcare](#) - [Newark, DE, 19702](#) - Posted today

Company: Siemens Healthcare Diagnostics Inc. Division: SMSD - Diagnostics Location: DE - Newark Req ID: 98524  
Position Title: Electrical Engineer Experience Level: Mid...

[See details or apply](#)

### [Accountant](#)

[S & S Professional Services](#) - [Wilmington, DE, 19805](#) - Posted 3 days ago

Job Title: Accountant Qualifications: - Maintains general ledgers and performs the complete accounting cycle in compliance with established practices and generally a...

[See details or apply](#)

### [FIELD SALES MANAGERS – SALES PROFESSIONALS](#)

[Sterling Life Insurance Co](#) - [Wilmington, DE, 19801](#) - Posted 3 days ago

FIELD SALES MANAGERS – SALES PROFESSIONALS Sterling Life Insurance Company is expanding its team of top producing dedicated Field Sales Managers and Sales Professional...

[See details or apply](#)

### [Customer Service Representative](#)

Horizon Services has an opening for a Customer Services Representative. This is not a job - it's a career and Horizon Services can change your life. Look what we offer...

[See details or apply](#)

## Please see Below for jobs Recently Posted in The Guide

### **ADVERTISING GRAPHIC DESIGNER PART-TIME**

Must possess excellent typing & spelling skills. Ability to pay attention to detail and work under tight deadlines. Experience with InDesign needed. Day work only- no weekends. Must work Fridays! Non-smoking premises. Spelling & typing tests will be given. Fill Out Application at: The Guide, 24904 Sussex Hwy., Seaford, DE 19973 or mail resume to: Ad Design, P.O. Box 1210, Seaford, DE 19973. No phone calls. EOE

239691

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### **OFFICE**

FT office position, Superior communication, telephone, computer, & general office equipment skills necessary. Must have ability to multi-task. Competitive wages and benefits. Please e-mail response with resume to: [sally@herlsinc.com](mailto:sally@herlsinc.com) (note office position as subject) or fax to: 410-219-5790.

238547

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### **INDUSTRIAL ELECTRICIANS**

Dawson & Bedsworth Electric, Inc. is looking for Industrial Electricians. Must be able to perform the following: Install, bend, size, all types of conduit.

Knowledge of starters, control wiring, PLC controllers, relays, stop/starts stations, transformers and VFDs.

- \* Must have valid driver's lic.

- \* Must have min. 8 yrs. exp.

- \* Must be able to lift and carry  
100 lbs.

- \* Must know code.

- \* Must work weekends.

Pay based on exp.

Company paid health care.

Fax resume to 302-854-0211 or call 302-854-0210 for interview.

No helpers need apply.

238578

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Bartender wanted, apply within CC22, 606 Bridgeville Hwy., Seaford, DE.

239296

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Wanted: Cook, Housekeeper, activity companion for prof. "on the go" Type II Diabetic man. Prefer **LIVE-IN** woman, 25-45 yrs., fit, non-smoker, upbeat & enjoy music, dance, exercise program, free to travel & able to cook spec. diet & give diabetic needs therapy, \$500 - \$1000/mo. + priv. suite in lovely home. Reply to: "D.M", P.O. Box 921, Felton, DE 19943.

240059

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**AVON: EARN EXTRA MONEY**

Become an Avon Rep.

**DISCOUNTS!**

**BONUSES! PRIZES!**

Call 302-381-5365

240107

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Retired PT Diesel Mechanic to work on as needed basis. Call 302-629-3796.

238961

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**BOOKKEEPER/PROP. MGR.**

PT-FT. Great opportunity with a local, growing company.

Fax resume to 206-202-0745.

239643

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**EXP. SALESPERSON**

Wanted for Boutique. Experience & references required. Call 302-245-6611

with all info. and we will

return your call.

239705

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Need someone to do outboard service work, dockside, in West Ocean City. Call 717-968-7096

240001

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**AUTO SALES CONSULTANT**

**SALARY + BONUS, 401K, HEALTH BENEFITS.**

**EXP. ONLY. CALL BENNY MASON, PRICE BUICK/GMC, 410-742-1106**

239476

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Chicken House Carpenter needed for work consisting of curtain, cool pads, framing & installing fans.

Transportation & valid drivers lic. a must. 410-835-8480.

240264

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**CDL DRIVERS:** Kent-Sussex Industries is looking for qualified CDL Drivers. To be considered for the position you **MUST HAVE** a valid CDL License with P or Q Endorsement (no exceptions and no permits, please) and **MUST HAVE** recent experience transporting people. Pre-employment drug and alcohol screenings will be done along with criminal background checks. Applications available Monday to Friday, 8am to 4pm at KSI, 301 N Rehoboth Blvd., Milford, DE. EEO-M/F/D/V

239639

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**Tree Worker Needed!**

A local Bridgeville based tree service company is in need of a tree worker. Experience is preferred although not necessary. The ideal candidate should have a valid driver's license and either have or be willing to get their CDLs. The willingness to learn to climb is also a plus.

Please fax applications to:

302-337-7746 or email to:

[stilawn@sussextreeinc.com](mailto:stilawn@sussextreeinc.com). Please no phone calls.

240137

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Tree Climber

**EXPERIENCED ONLY**

Valid driver's license,

reliable transportation, drug free, Dagsboro, DE area

302-732-6742, 8am - 4pm.

239601



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PT Help: Maintenance,  
responsible, dependable,  
no drugs. 302-856-2345

239992

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Exp Mechanic w/managerial skills. Must have own tools and valid license. Competitive pay, paid holidays and vac. Apply in person at: 19 N Main St., Selbyville or call 302-436-8013 btwn. 8am-11am.

239986

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Shore Property Maintenance is looking for an experienced Fertilization Spray Technician. Salary negotiable with experience. Please call 302-947-4440 for more info. or send resumes to:

[info@shorepropertyde.com](mailto:info@shorepropertyde.com) or fax to: 302-947-4441.

239354

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Addus Healthcare Inc. is seeking PT Home Care Aides throughout DE. Must be willing to travel. Apply in person at 1003 Mattlind Way, Milford, DE 19963.

238272

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HVAC Licensed Installer Wanted. New, plus Service calls, (on call). Mid DE. \$30/hr.

Email: [stevareno1814@aol.com](mailto:stevareno1814@aol.com)

240058

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### **HORTICULTURE INSTRUCTOR**

FT to work with & teach persons with disabilities grass cutting, planting, growing, weeding, watering & selling horticulture items. Prior experience preferred. Apply to Dove Pointe, 1225 Mt. Hermon Rd., Salisbury, MD.

239991

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### **MAINTENANCE TECHNICIAN**

Property Management Company is seeking a Full Time Maintenance Technician who will perform routine maintenance, repairs and make ready vacant units. The successful candidate will have basic carpentry, painting, plumbing, drywall, mechanical, electrical skills, and HVAC experience. Previous experience is required for this position. The successful candidate will

possess a valid driver's license, transportation, have earned a GED/HS Diploma. This is an on-call position that will require you to live no more than 30 minutes away from the property. Please send a cover letter, including salary requirements & a resume to: [Mispillion@severn](mailto:Mispillion@severn)

companies.com or fax to: 302-422-0959 for review, or apply in person at: 504 Mispillion Apt., Milford, DE 19963. EOE EHO.

240041

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### **FULL-TIME RECEPTIONIST**

La Esperanza, Georgetown, DE

Full Time, Min. Requirements: H.S. Diploma / Equivalent

English / Spanish

[mgomez@laesperanza.org](mailto:mgomez@laesperanza.org)

or fax resume to: 302-854-9277

238464

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Temporary, PT Instructional Aide (Special Funded), Delaware Technical & Community College, Owens Campus, Georgetown, DE, \$11.61/hr. Up to 29 hrs./wk. Candidates will be assisting the lead teacher in a classroom setting. May lease some workshops/ lessons. Positions avail. in the Employment Connection program & the Adult Basic Education/GED preparation program. Minimum Qualifications: High school diploma or GED & 4 yrs. relevant exp., or other equivalent combination of education & exp. Proficient keyboarding skills. Good interpersonal & communication skills. Request application by calling our

Jobline at 302-855-1694. An Equal Opportunity Employer.

239530

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Busy Tire & Service Center with locations in Ocean Pines, MD and Clarksville, DE now hiring for  
Technicians & Sales Associates & MD State Insp. Call 302-539-8686, ext. 3014.

240155

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### **MAINTENANCE EMPLOYEE**

Local Property Management Company is looking for a  
full time  
Maintenance Employee

Must be reliable and trustworthy with knowledge of  
construction and maintenance skills

This job is located at our  
apartment complexes in  
Fruitland and Princess Anne,  
and occasionally at our  
complex in Pocomoke

Must have reliable transportation

A drug screening and  
criminal background check  
will be conducted

Fax your resume or fax your  
request for an application  
to 302-629-8290

Equal Opportunity Employer

240321

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RnR Grill & Bar is looking to expand our Management Team. We are looking for someone for the front of  
the house with experience in bar tending, hostessing, cooking and waiting tables. Send resume to:

[cpsbcg@comcast.net](mailto:cpsbcg@comcast.net)

238574

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Needed: School Bus Drivers,  
F-T, Must have  
school bus endorsement.  
Indian River School District

Call 443-257-0145

Good pay and good hours!

240327

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Looking for motivated individual for part time position as Appliance Installer/Delivery Assistant. Must  
have  
valid driver's license.  
Call 302-398-4335 to apply.

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## **HOUSING COUNSELOR**

Full Time position, Sussex Co.

Salary commensurate with education & experience. This position assist homeless/displaced & low to moderate income families to achieve self-sufficiency through home ownership, mortgage loans & housing programs. Provides counseling to renters, mortgagees & to families & individuals experiencing financial difficulties. Inform individuals, families & communities of the housing services available.

### **MINIMUM QUALIFICATIONS**

1. Knowledge of business & or public administration.
2. Preferred Bi-Lingual (Spanish)
3. Exp. interviewing & counseling
4. Record & files management.
5. Exp. interpreting & application of federal & state rules & regulations governing housing management programs.
6. Effective communication skills.

### **DUTIES & RESPONSIBILITIES**

- \* Conducts (1) or more workshops &/or training seminars per mo. w/families who want to purchase a home or rehabilitate their present home.
- \* Inform individual families of the elderly & organizations that serve low to moderate income people of services & housing assistance loan programs available to them.
- \* Conduct workshops, training sessions & public meetings, develop flyers, coordinate with churches, community groups & advertise to reach residents.
  - \* Conduct initial intake & assess client's needs.
- \* Provide individual counseling for families & individuals regarding homeownership, rental & landlord tenant issues, mortgage default, financial budgeting, credit problems & seniors who want to apply for HECM.
- \* Must become a member of (DFHC) DE Federation of Housing Counselors & (NFHC) National Federation of Housing Counselors.
- \* Responsible for submitting & completing monthly & quarterly reports, accurately & legibly.
- \* Maintain individual files on each client, making sure all forms & documents in the file are in an orderly manner.
  - \* Maintain contact log.
- \* Maintain accurate records: update info. on clients in a confidential manner, according to program guidelines.

Interested Applicants must  
email their resume to:

[dbull@firststatecaa.org](mailto:dbull@firststatecaa.org)

**FIRST STATE COMMUNITY ACTION AGENCY IS AN EQUAL OPPORTUNITY &  
AFFIRMATIVE ACTION EMPLOYER**

239982

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## **HOUSING COUNSELOR**

Full Time position, New Castle.

Salary commensurate with education & experience. This position assists homeless/displaced & low to moderate income families to achieve self-sufficiency through home ownership, mortgage loans & housing programs. Provides counseling to renters, mortgagees & to families & individuals experiencing financial difficulties. Inform individuals, families & communities of the housing services available.

### **MINIMUM QUALIFICATIONS**

1. Knowledge of business & or public administration.
2. Exp. interviewing & counseling
3. Record & files management
4. Exp. interpreting & application of federal & state rules & regulations governing housing management programs.
5. Effective communication skills.

### **DUTIES & RESPONSIBILITIES**

- \* Conducts (1) or more workshops &/or training seminars per mo. w/families who want to purchase a home or rehabilitate their present home.
- \* Inform individual families of the elderly & organizations that serve low to moderate income people of services & housing assistance loan programs available to them.
- \* Conduct workshops, training sessions & public meetings, develop flyers, coordinate with churches, community groups & advertise to reach residents.
  - \* Conduct initial intake & assess client's needs.
- \* Provide individual counseling for families & individuals regarding home ownership, rental & landlord tenant issues, mortgage default, financial budgeting, credit problems & seniors who want to apply for HECM.
  - \* Must become a member of (DFHC) DE Federation of Housing Counselors & (NFHC) National Federation of Housing Counselors.
  - \* Responsible for submitting & completing monthly & quarterly reports, accurately & legibly.
- \* Maintain individual files on each client, making sure all forms & documents in the file are in an orderly manner.
  - \* Maintain contact log.
- \* Maintain accurate records: update info. on clients in a confidential manner, according to program guidelines.

Interested Applicants must  
email their resume to:

[dbull@firststatecaa.org](mailto:dbull@firststatecaa.org)

**FIRST STATE COMMUNITY ACTION AGENCY IS AN EQUAL OPPORTUNITY &  
AFFIRMATIVE ACTION EMPLOYER**

239657

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### **DIRECT CARE**

PT Direct Care staff to provide care, ADLs & activities with  
persons w/disabilities in their home. Apply at: Dove Pointe, PO Box 1610,  
Salisbury, MD 21802.

240014

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(2) Sales People needed for Electrolux Vacuum Sales. Call 302-249-6424 or 302-875-5250.

240246

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Telamon Corporation is hiring a Field Service Representative. This is a full time temporary position available in Seaford, Delaware. Job duties include but not limited to outreach, intake and assessment for migrant and seasonal farmworkers, employment assistance and other training as necessary. Successful applicant must be bilingual, speaking English & Spanish fluently, must have

reliable transportation and be able to work some nights and weekends. Extensive day travel is required. Position available: May 16, 2011. Salary is \$11.46 per hour and .55¢ for mileage reimbursement. Must have required auto insurance coverage and reliable transportation. Open until filled.

EOE M/F/H/V

Interested applicants  
may apply at: [https:// careers.telamon.org/careers](https://careers.telamon.org/careers)  
236827

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Wanted: Lic. Well Driller Laborer. Must have CDL & be able to pass drug & alcohol test. Call 302-629-3796 to set up an appointment.  
238960

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### **MENTAL HEALTH CASE MANAGER**

FT position in child guidance clinic to provide support services to the Child Priority Response Services (CPRS) team including triage of crisis calls, data entry & some direct support for children and families. This positions split between Dover and Lewes. Must be willing to travel. Bachelors degree in human service field, and proficient computer skills, some experience with children and families a plus. Send resume and cover letter to: Delaware Guidance Services, 1213 Delaware Avenue, Wilmington, DE 19806 or Fax: 302-652-8292 [www.delawareguidance.org](http://www.delawareguidance.org) EOE  
239945

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### **SUPPORT/ UNIX TECHNICIAN**

Full Time position in our Easton, MD location which specializes in website hosting and development.

#### **Critical Skills:**

- \* Understanding of Linux operating systems a must
- \* Understanding of Internet Services (web, email, telnet, etc.)
- \* Excellent written and verbal communication skills
- \* Ability to interact professionally with a diverse group of clients and staff in a problem-solving environment.

You will need strong organizational skills and learn new technologies. Proficient with online and other resources for software and hardware research and troubleshooting a must. This is a 24/7 environment where you will be on call for emergencies. Must have strong work ethic, be reliable and punctual. Salary is based on your level of experience and abilities.

If you are interested in coming in and meeting with us, please send your resume to:  
opportunities@  
internetconnection.com  
240057

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Leading Southern Delaware  
cabinet & countertop company seeking experienced Sales Persons for commercial & residential markets. This position will handle showroom and outside sales. Design experience and existing builder relationships desired. Offering base plus commission. Benefits available. This is a \$100,000+ opportunity. Send resume to:  
[baierprivate@gmail.com](mailto:baierprivate@gmail.com)  
239987

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### **AUTOMOTIVE MECHANIC**

Immediate Opening  
Must have own tools and valid driver's license.  
Paid Holidays, IRA, Vacation

## IN & OUT TIRES AND AUTO CARE

### GOODYEAR TIRE & SERVICE NETWORK

Apply in person at  
24572 Betts Pond Road,  
Millsboro, DE 19966  
238625

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**EXP. MANUAL MACHINIST TOOL AND DIE MAKER WANTED**, able to perform independently without need of additional training. Able to manufacture tooling and fixtures as required using milling, lathe and other machine shop equipment. Experienced only need apply. Single shift from 7am to 5pm, Monday through Friday. Overtime available. Must be punctual. Must be able to read and comprehend English written technical documentation and blueprints. Fully AC work area. No relocation provisions. Please apply in person at: Atlantis Ind., 1 Park Avenue, Milton, DE or via email at: [kelly@atlantisusa.com](mailto:kelly@atlantisusa.com)

238925

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Southern Connection Seafood is hiring for FT Drivers. Competitive pay. Good driving record req. Apply in person at: 4884 Crisfield Hwy., Crisfield, MD 21817. CDL not required.

233192

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Drivers: Local P & D! Great home-time, pay & benefits!  
CDL-A w/Hazmat & Twins. 1 yr. exp. (EOE/AA). Old Dominion Freight Line. Call Rich or Angel,  
1-866-372-9457

239638

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### MAINTENANCE TECHNICIAN

Property Management Company is seeking a full time Maintenance Technician who will perform routine maintenance, repairs & make ready vacant units. The successful candidate will have basic carpentry, painting, plumbing, drywall, mechanical, electrical skills, & HVAC experience. Previous experience is required for this position. The successful candidate will possess a valid driver's license, transportation, have earned a GED/HS Diploma. This is an on-call position that will require you to live no more than 30 minutes away from the property. Pls. send a cover letter, including salary requirements, and a resume to:

Hollybrook@severn  
companies.com

or fax to 302-875-0442 for review, or apply in person at: 1600 Hollybrook Apartments, Laurel, DE 19956.  
EOE EHO.

240026

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Assistant Teacher or Teacher needed. Immediate position. Full time. Must meet Delacare regulations.  
Small center in Dagsboro. Call 302-732-3614.

240300

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### Accepting Applications for Cooks

& Cashiers, FT/PT. Start at \$7.25/hr. up to \$8.50/hr., Chance for advancement. Pickup application at:  
Bodie's Dairy Market in Millsboro, Milton, Georgetown, Selbyville or Dagsboro, DE; or Greensboro,  
MD.

239787

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CDL A or B Driver Wanted  
Local roll off container service.  
Good driving record. Call George, 302-422-7584, ext. 139

236097

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Auto Tech Needed for busy shop in Princess Anne, MD. Must have own tools & be able to install engines & transmissions. Top pay, Full Time work. Call 410-651-1875

238916

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**PART-TIME  
CUSTOMER SERVICE REP**

Mon. 8am-5pm &  
Tues. 8am-noon

Looking for candidate w/exc. customer service skills including:

- \* Telephone
- \* Computer speed & accuracy
- \* Work well under pressure
- \* Professionalism
- \* Detail-oriented
- \* Must be dependable & on time

Computer speed, accuracy & spelling tests will be given if called for an interview. **NO PHONE CALLS WILL BE ACCEPTED.** Apply in person to:

**SUSSEX PRINTING  
THE GUIDE**

24904 Sussex Hwy.,  
Seaford, DE

**EOE - NON-SMOKING ENVIRONMENT  
SMOKING NOT TOLERATED ANYWHERE ON COMPANY PROPERTY.**

239690

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**CASHIERS**

Cashiers needed. Must be able to work various shifts & hours, starting pay \$8/hr. depending on exp. Apply in person: Oasis Travel Plaza, Rt. 13, Laurel, DE.

240081

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**CASE MANAGER**

Full Time position. Salary

commensurate with education and experience. State wide.

Responsible for comprehensive case management & commitment to the goals of family stability self-sufficiency. Assist economically challenged families to become self-sufficient in the following areas: education, housing, employment income, transportation. Assist families to become self-sufficient.

**MINIMUM QUALIFICATIONS:**

1. BS in Human Service or 3 yrs. of actual case management/ social work exp.
2. Exp. in family budgeting & working w/families at or below poverty income.
3. Knowledge of record keeping & files management.
4. Knowledge of community links, to establish, locate & access resources for families.
5. Communicate effectively both verbally & in writing.
6. Exp. using Microsoft Word, Word Perfect, Microsoft Excel & Power Point.
7. Must have a valid driver's lic.

**DUTIES & RESPONSIBILITIES:**

1. Perform accurate assessment of family's needs that describes the family goals, responsibilities,



- timetables & strategies for achieving these goals to become self-sufficient.
2. Prepares monthly statistical reports regarding case activity. Prepares analytical reports on specific cases as requested by superiors.
  3. Conducts assessments on an ongoing basis. Schedule interviews, appointments, home visits
  4. Meets monthly in case management team meeting.
  5. Completes paperwork on time.
  6. Ensures that info. in clients file is complete, organized, accurate.
  7. Records client's progress.
  8. Acts as an advocate for clients.
  9. Ensure reports & records are maintained & accurate.
  10. Access community services & resources.
  11. Provide emergency or crisis assistance in areas such as: Food, housing, clothing & transportation.
  12. Assist clients with contacts.
  13. Conducts home visits as needed.
  14. Maintains a professional attitude by abiding with the agencies confidentiality policies.

Interested Applicants must  
email their resume to:

[dbull@firststatecca.org](mailto:dbull@firststatecca.org)

**FIRST STATE COMMUNITY ACTION AGENCY IS AN EQUAL OPPORTUNITY &  
AFFIRMATIVE ACTION EMPLOYER**

239989

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Tattoo Artist needed to run shop in Seaford. Call 302-542-6519

239316

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**MECHANIC:** FT Position,  
must have exp., need own tools. Apply at Bi-Rite Auto Sales,  
302-629-6759.

240007

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**DRIVERS NEEDED**

Volt Workforce Solutions is seeking experienced Delivery Drivers. You will be employed & paid by Volt while on temporary assignment with **FEDEX GROUND.** On-Call Temporary Drivers are contracted on an as needed basis.

**QUALIFICATIONS:**

- \* 21 years or older
- \* Clean driving record
- \* Drug screen, background checks & physical required.
- \* Customer service skills
- \* No equipment necessary
- \* Minimum of 6 months' exp., driving a like-sized vehicle within the last three years is required.
- \* One year of commercial driving experience strongly preferred.

**PLEASE CONTACT VOLT AT:**

800-215-1987

Monday - Thursday

9am-2pm CST

Or email:

[memphisnamt@volt.com](mailto:memphisnamt@volt.com)

in your email,

reference code ZSAL/0218

Volt is committed to equal opportunity/affirmative action, M/F/D/V & to diversifying their workforce.

240004

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**HVAC SERVICE TECHNICIAN**

Must be experienced in Residential, Commercial & Refrigeration. Salary according to experience. Great Benefits.

Email Resume To:

jennifer@wicomico

heatingandair.com

Or Apply To:

Wicomico Heating & Air

621 East Railroad Avenue,

Salisbury, MD 21804

238360

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**SCHOOL BUS DRIVERS**

**R&M BUSES, INC.**

Bridgeville-based business.

Call 302-542-4503

239818

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Very busy used automobile dealership looking for qualified Mechanics. **MUST HAVE OWN TOOLS.**

Apply in person. D&C Auto Sales, Laurel, DE. No phone calls!

239724

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Full Time Experienced Wait Staff. Must be available any hours from 7am-10pm. Must be able to pass drug test. Apply in person at: Frankford Family Diner, 34067 DuPont Highway, Frankford, DE 19945. No calls please.

239971

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Supervisor of Support Services needed in busy Lewes childrens agency. FT w/benefits. Must have supervisory & medical/insurance office experience. Computer skills needed & personnel background desirable. Send resume to: Delaware Guidance Services, 1213 Delaware Ave., Wilm., DE 19806 or Fax:

302-652-8292 EOE

239663

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**BESTEMPS OF CAMBRIDGE**

**EASTON AREA**

**PACKERS / ASSEMBLERS**

10-hr. shifts. Day shift, \$8/hr.

Night shift, \$8.80/hr.

Exp. with production preferred

541 Poplar St., Cambridge, MD 21613

410-221-9675

EOE

240418

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ResortQuest in Bethany Beach is  
**NOW HIRING FOR THE 2011 SEASON**  
(May thru September)

**HOUSEKEEPING INSPECTORS**

(Saturdays only)

Do you pay attention to the small details? Inspectors check for damage, cleanliness & report maintenance issues & average \$15/hr. Must perform minor touch ups & light maintenance work when necessary.

**HOUSEKEEPERS**

(Saturdays only)

Do you like to clean? In the summer Housekeepers start at 8am & work until the last unit is cleaned. Average rate is \$30-\$60 for every property cleaned.

**JOB FAIR - 6/3/11 BETWEEN 4PM-7PM**

All interested applicants are encouraged to join us on Friday 6/3 to fill out an application & receive a short interview. Please bring (2) forms of ID. Our office is located at #2 Seaside Village on Route 1 in between Subway & Dollar General.

240138

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Exp. HVAC Service Technicians & Installers with valid driver's lic. Must be able to work with limited supervision. Forward resume to: [steele@steeshvac.com](mailto:steele@steeshvac.com) or fax to: 410-479-5562.

238752

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Cleaners wanted, Ocean View area, 302-539-3166 between 5pm- 9pm.

240100

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**SUMMER WORK  
COLLEGE STUDENTS  
& 2011 HS GRADS WELCOME**

\$15 base - appt., FT / PT schedules, sales/svc., no exp. nec., all ages 17+, conditions apply.

410-202-8338

233711

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**Computer Service Technician**

A+ certified, 2 - 5 yrs. exp. PT or FT, fax resume to: 302-491-8804 or email to: [info@myteks.net](mailto:info@myteks.net)

238356

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**MAINTENANCE TECHNICIAN**

Position with apartments in Salisbury, MD. Maintain building & grounds. Previous apartment maintenance exp. including: Plumbing, painting, electrical & carpentry work a must, HVAC a plus. Must have reliable transportation & valid driver's license. Competitive wages & benefits package. EOE. Send resume to: "Maintenance Technician", P.O. Box 1210, Seaford, DE 19973.

237350

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**MENTAL HEALTH  
OUTPATIENT THERAPIST**

Full Time position available in Lewes child guidance clinic to provide counseling for children & families. Masters degree, LCSW/LPCMH/PH.D license & training in Family Therapy required. Mail/fax resumes to: HR, Delaware Guidance Services, 1213 Delaware Avenue, Wilmington, DE 19806. Fax: 302-652-8292. [www.delawareguidance.org](http://www.delawareguidance.org) EOE

239981

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## **BESTEMPS OF SEAFORD**

We are accepting applications for:

### **MILFORD**

**WELDERS** - Proficient with  
Mig & pulse welding

**SHEET METAL** - Fabricate, assemble, install & repair sheet metal products and equipment.

**ASSEMBLY** - Assemble units from supplied parts.  
40+ hrs. per week.  
\$10/hr. to start

### **FEDERALSBURG**

**PRODUCTION** - Hiring for all shifts. Must be motivated with reliable transportation and have **NO**  
attendance issues.  
40+ hrs. per wk.  
\$7.50/hr. to \$9.15/hr.

Bring (2) IDs

110 Cannon St.,  
Seaford, DE 19973  
302-629-**HELP** (4357)  
E.O.E.  
240415

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Breakfast Cook Wanted  
Great Hours: 8am -2pm  
Selbyville/Fenwick, DE  
Call 410-430-8391  
239664

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## **HAIRSTYLISTS NEEDED FOR SALONS IN GEORGETOWN, REHOBOTH BEACH, MILLSBORO, SEAFORD, AND MILFORD!**

Holiday Hair Salon is currently looking for talented, licensed hairstylists who are interested in having fun while earning great money working in our beautiful, high-potential locations in Georgetown, Rehoboth Beach, Millsboro, Seaford, and Milford. We need hard working stylists who want to make a lot of money to join our team so that we can handle the growth that our salons are experiencing.

We offer:

- \*Guaranteed Wage plus  
Productivity Increases
- \*Top Retail Commission
- \*Paid Vacation
- \*Health, Dental, Vision
- \*Employee Stock Purchase Plan
- \*Advanced Training
- \*Monthly Contests and Prizes
- \*Merchandise Discounts

\*Opportunity for Advancement  
\*401K & 529 College Savings  
Plan

You supply your license and shears, we supply the rest.

For a confidential interview,  
Call 1-888-888-7778 ext. 42366.

Ask for Rob.

240005

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Pizza Boys

Experienced Help Wanted! Cooks, Cashiers & Delivery Drivers. Apply in person: 9521 Ocean Hwy. in  
Delmar.

239031

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**AVON: EARN BONUSES NOW  
REPS. NEEDED ALL AREAS**

**302-249-0973** (S. Sussex Co.)

**302-943-5721** (Sussex/Kent)

**410-364-9012** Avon Beauty Ctr.

**OR TOLL FREE 877-337-EARN**

**[www.YOURAVON.COM/wendy](http://www.YOURAVON.COM/wendy)**

236440

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Licensed Manicurist, Pedicurist for new Day Spa in Seaford. FT/ PT. Must be professional. Send resume  
to: "Nail Tech", 26 S Market St. Suite D, Blades, DE 19973 or call 410-430-6164.

240254

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PT/PRN physical therapy assistant looking for part time hours in an outpatient physical therapy clinic.

Please fax resume to: 302-280-6921, Laurel, DE.

239980

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Experienced Standardbred Racehorse Groom needed in Felton, DE.

Wages & Benefits Determined By Experience.

Please Call

302-284-0444

239998

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Looking for self-motivated, experienced appliance refrigeration technician. FT position available. Call  
302-398-4335 to apply.

240006

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Dee's Cleaning Service is now hiring seasonal, may become FT. Must provide criminal background check  
& be willing to do drug test. No cell phones or smoking during business hrs. send resume:

**[deescleaninginc@aol.com](mailto:deescleaninginc@aol.com)**

239259

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**SECURITY OFFICERS** w/req. DE Security Lic. & 16 hr. training course **ONLY**. 302-539-5808

238924

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**ACTIVAIR** is seeking to fill the following positions:

**BOOKKEEPER**— accounts receivable/payable, Quickbooks experience necessary.

**QUALITY ASSURANCE**— handle FDA and EPA standards for all products and labels.

**WEB PAGE DEVELOPER/ GRAPHIC ARTIST**

Computer proficiency, problem solving skills and communication a must for all positions! Second  
language (Spanish) a plus. **MUST** be self-driven and able to handle multiple projects. E-mail resumes to:

[aveves@servicegeneral.net](mailto:aveves@servicegeneral.net)

or fax to: 302-856-3577.

239376

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**MENTAL HEALTH  
OUTPATIENT THERAPIST**

Full Time position available in Lewes child guidance clinic to provide counseling for Spanish speaking children & families. Master's degree in Social Work, Counseling or related field required. Licensure not required. Fluency in Spanish required. Send resume & cover letter to: Delaware Guidance Services, 1213 Delaware Avenue, Wilmington, DE 19806.

Fax: 302-652-8292

[www.delawareguidance.org](http://www.delawareguidance.org) EOE

239983